



STATES OF ALDERNEY



HEALTH AND SAFETY LAW

What you should know

Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or safety representative, if there is one. Below is a brief guide to health and safety law. It does not describe the law in detail, but does list the key points.

Your employer has a duty under the law to ensure, so far as is reasonably practicable, your health, safety and welfare at work.

In general, your employer's duties include:

- making your workplace safe and without risks to health;
- ensuring plant and machinery are safe and that safe systems of work are established and followed;
- ensuring articles and substances are moved, stored and used safely;
- providing adequate welfare facilities;
- giving you the information, instruction, training and supervision necessary for your health and safety.

In particular, your employer must:

- assess the risks to your health and safety;
- arrange implementation of health and safety measures identified as being necessary in the risk assessment;
- record the significant findings of the risk assessment if there are 5 or more employees;
- appoint competent person(s) to assist with health and safety responsibilities, and consult you or your safety representative(s) of this appointment;
- prepare a written health and safety policy statement if there are 5 or more employees, including the health and safety organisation and arrangements in place, and bring it to your attention;
- ensure that any protective clothing or equipment required by health and safety law is worn;
- co-operate on health and safety with other employers sharing the same workplace;
- set up emergency procedures;

- provide first-aid facilities;
- ensure the workplace satisfies health, safety and welfare requirements, i.e. ventilation, lighting, temperature, sanitary, washing and rest facilities;
- ensure that work equipment is suitable and fit for intended use so far as health and safety is concerned and that it is properly maintained and used;
- prevent or adequately control exposure to substances which may damage your health;
- take precautions against danger from flammable or explosive hazards, electrical equipment, noise, dust or radiation;
- avoid hazardous manual handling operations and where it cannot be avoided, reduce and control risk of injury;
- provide health surveillance where appropriate;
- provide free protective clothing or equipment where risks cannot be controlled by other means;
- ensure that safety signs are provided, displayed and maintained;
- report certain injuries, diseases and dangerous occurrences to the Health and Safety Executive at the address detailed.

As an employee, you have legal duties too.

They include:

- taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do;
- co-operating with your employer on health and safety;
- correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions; and
- not interfering with or misusing anything provided for your health, safety and welfare.

If you think there is a health and safety problem in your workplace you should first discuss it with your employer, supervisor or manager. You may also wish to discuss it with your safety representative(s) if appointed.

Appointed safety representative(s):

If the problem remains or you, your employer or your health and safety representative(s) need more help, advice on how to comply with the law can be obtained from the **Health and Safety Executive** at:-

**Raymond Falla House
PO Box 459
Longue Rue
St Martin
Guernsey
GY1 6AF**

Telephone: 01481 234567

Fax: 01481 235015

E-mail: hse@commerce.gov.gg

For further details visit the HSE website on: www.hse.guernsey.gg

Advice and information on general fire precautions etc. may be obtained from the Fire Safety Officers of the States Of Alderney Fire Brigade.

Workplace health and safety law in Alderney is enforced via the **Health and Safety at Work (Alderney) Ordinance 2003**, copies of which can be purchased from the Clerk of the States, States Office, Alderney.

More information about health and safety can be obtained from the **Health and Safety Executive**, including the following free guidance notes:
Guide for Employers
Guide for Employees
Reporting an Injury, Disease or Dangerous Occurrence
The Employer's Liability (Compulsory Insurance)(Guernsey) Law, 1993